



## POSITION DESCRIPTION

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<b>Position Title:</b>	Senior Pharmacist
<b>Department:</b>	Pharmacy
<b>Location:</b>	War Memorial Hospital
<b>Uniting Purpose:</b>	To inspire people, enliven communities & confront injustice
<b>Uniting Values:</b>	Imaginative, respectful, compassionate, bold

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<b>Classification:</b>	Pharmacist Grade 3
<b>Vaccination risk category:</b>	A
<b>Award:</b>	Medically Supervised Injecting Centre (MSIC) and War Memorial Hospital (Waverley) (WMH) Health Service Employees Agreement 2016
<b>Employment status:</b>	Temporary full time: August 2021 – October 2022
<b>Hours:</b>	76 hours per fortnight, Monday to Friday

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<b>Position reports to:</b>	Allied Health and Integrated Care Manager
<b>Position Supervises:</b>	Part-time Pharmacist and casual pharmacists
<b>Key relationships:</b>	Other Pharmacists, Executive Management, Nursing Team, Medical Team, Multidisciplinary Team

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### POSITION PURPOSE

The WMH senior pharmacist is responsible for the provision of flexible, comprehensive pharmacy services at the War Memorial Hospital consistent with Uniting, NSW Health and South Eastern Sydney Local Health District (SESLHD) policies, procedures and standards.

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### POSITION OBJECTIVES

- Provide high quality and client focused pharmacy services to War Memorial Hospital
- Dispensing and distribution of inpatient and discharge medications in accordance with NSW Health policy
- Counsel and educate patients and/or their carers regarding their medications
- Manage the procurement and storage of medications in accordance with legal requirements
- Lead and contribute to medication safety and education initiatives across the campus

**War Memorial Hospital**  
ABN 78722 539 923  
125 Birrell Street  
Waverley NSW 2024  
T 02 9369 0100  
F 02 9387 7018

## KEY RESPONSIBILITIES

### Financial management & awareness:

- Provide financial reports and statistics as required
- Displays an appropriate level of financial stewardship in the delivery of day to day duties as required
- Manage delegated financial responsibilities, through the development and maintenance of appropriate strategies and effective allocation of resources, to ensure optimal health outcomes are managed within budget alongside the Allied Health and Integrated Care (AHIC) Manager

### Operational processes:

- Provision of high quality and client focused pharmacy services
- Work within own scope of professional competence in line with principles of best practice, professional conduct and clinical governance
- Demonstrated ability to plan and deliver care in an effective and resourceful manner within a model of person centered care
- Participation in preparation for hospital accreditation processes such as National Standards, and leading WMH in Standard 4
- Comply with all quality management systems and processes
- Represent the pharmacy department at internal and external meetings and committees including SESLHD and WMH Quality Use of Medicines Committee
- Work safely and in accordance with Uniting's HSW policies and procedures
- Maintain awareness of employee HSW rights and responsibilities

### Dispensing and Distribution

- Dispense inpatient and discharge prescriptions using the pharmacy computer system
- Prepare discharge medication lists using the pharmacy computer system.
- Provide and record Imprest orders for inpatient use
- Dispense S8 and S4D prescriptions and ward requisitions
- Update ward Imprest list regularly with regard to current usage
- Provide medications and advice to the Medically Supervised Injecting Centre
- Provide medication in blister packs when required

### Clinical Pharmacy

- Review medication orders to ensure appropriate therapy including drug choice, dosage and timing, drug interactions and incompatibilities
- Annotate medication charts in accordance with standards
- Advise prescriber regarding problems with medication orders and make recommendations
- Reconcile medication orders on admission and discharge of patients
- Provide drug information and advice on medication usage to staff
- Monitor therapeutic drug levels
- Participate in drug usage review as required
- Counsel and educate patients and/or their carers regarding their medications
- Report medication errors
- Report adverse drug reactions
- Provide medication information regarding patients to community pharmacies and community health services as required
- Provide continuing education to Nursing and Allied Health Staff as required
- Provide medication information and education sessions to community groups as required

### Stock and Procurement

- Procure and store medications in accordance with legal requirements
- Order stock using the pharmacy computer system

- Unpack, store and check medications on receipt of orders
- Verify invoices for medications as required

**Client management & engagement (internal & external stakeholders):**

- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders.
- Display effective communication and interpersonal skills to support the provision of high quality clinical care
- Actively engage in effective therapeutic and professional relationships with clients, carers, colleagues and other agencies
- Demonstrate a commitment to assuring high standards and strive for a client centered service

**People management & teamwork:**

- Provide leadership and support to the part-time and casual Pharmacists
- Create and maintain effective working relationships with consultants, medical staff and the multi-disciplinary team on the wards
- Demonstrate effective team and leadership skills including the ability to work as a member of a multi-disciplinary team
- Demonstrates self-awareness of own strengths and areas for development
- Actively engage and participate in the company's performance management framework and review processes.
- Coach, mentor, and performance develop staff, to develop the capabilities of the team to undertake changing roles and responsibilities

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**KEY PERFORMANCE INDICATORS**

**Financial management & awareness:**

- Demonstrates efficient work practices considerate of hospital budget
- Provides relevant report generation as required
- Demonstrates financial stewardship in the management of the pharmacy department

**Operational processes:**

- Evidence of training in relation to clinical service provision and policies and procedures
- Service delays identified and investigated as required
- Relevant data utilised to inform decisions and practice
- Reports and statistics submitted by designated deadlines as required
- All clinical events are documented in accordance with SESLHD, WMH & UCA documentation standards
- Evidence of participation in in-services, quality improvement, staff education and WMH and SESLHD Committees as required

**Client management & engagement (internal & external stakeholders):**

- Display awareness and appreciation of the clients and the ability to empathise with and treat others with dignity and respect
- Display effective communication and interpersonal skills
- Attendance at team meetings, and relevant whiteboard meetings and case conferences
- Service attendance and discharge monitored
- Evidence of advocacy for clients and carers with other service providers
- Information from client and carer stories are utilised

**People management & teamwork:**

- Evidence that positive outcomes are shared and celebrated
  - Client compliant and stories are used to remodel service delivery
  - Evidence of engagement with pharmacy staff and MDT to critically reflect on and explore potential to improve practice
  - Evidence of inter-discipline initiatives
  - Evidence of regular communication with staff, vision and mission statements for the program
  - 100% compliance with Registration renewal
  - 100% up to date professional development plans and performance reviews
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**Work Health Safety and Welfare Requirements:**

All staff are required to assist in creating and maintaining a safe and healthy work environment by working in a safe and healthy manner, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will initiate and participate in worksite inspections, identify safety hazards, risks, concerns or incidents through accident reporting and investigations within required timeframes, develop safe work procedures and provide appropriate information, instruction, training and supervision.

- Incident rates monitored related to policy and procedure requirements or breaches
- Evidence of training in relation to clinical service provision and policies and procedures
- 100% compliance with mandatory training requirements
- Incident and complaint response and turnaround times are within requirements
- Escalation of issues identified in relation to resources and unit performance
- Evidence that complaint causes are used to remodel service delivery
- Evidence of Quality Improvement outcomes
- Risk assessments are undertaken and documented
- Reporting of incidents related to WHS, infection control and sterilisation issues
- Monitoring of locally agreed Key Performance indicators

As a leader you are expected to actively support and demonstrate your commitment to the organisation's safety management system; to establish and maintain a positive health and safety culture; to consult with workers and others when making decisions that may impact upon the health, safety and wellbeing of those in the workplace; acquire and keep up-to-date knowledge of work health and safety matters; ensure that all workers understand their health and safety obligations and are sufficiently trained in health and safety policy and procedures; report any safety hazards, risks, concerns or incidents in the WMH IMS+ safety reporting system within 24 hours, and take appropriate actions to eliminate or minimise related risk to as low as reasonably practicable.

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**PROFESSIONAL SKILLS AND KNOWLEDGE****Skills & Experience:**

- Extensive experience in provision of pharmacy services and clinical pharmacy in a hospital setting (minimum 3 years), with exposure to rehabilitation and aged care
- High level experience using health information systems such as iPharmacy, the eMR, and other computer systems

- Proven high-level interpersonal, written, computer and verbal communication skills with an ability to communicate across all levels and departments with internal and external stakeholders
- Demonstrated high level of organisational, prioritisation and time management skills
- Demonstrated ability to practice autonomously with minimal supervision and proven attention to detail and accuracy in undertaking all tasks
- Ability to work as part of a multi-disciplinary team and to apply independent professional judgement when dealing with situations of a complex nature
- Evidence of participation and leadership in accreditation processes such as National Standards, and experience in quality improvement initiatives and service evaluation processes

**Qualifications:**

- Current Pharmacy Registration with AHPRA without restrictions

<b>Employee Name:</b>		<b>Managers Name:</b>	
		<b>Title:</b>	
<b>Date:</b>		<b>Date:</b>	
<b>Signature:</b>		<b>Signature:</b>	

# JOB DEMANDS CHECKLIST

Job Title: Senior Pharmacist  
 Department: Pharmacy  
 Assessor: Genevieve Maiden  
 Date of Assessment review: June 2022

Service/Unit: War Memorial Hospital  
 Manager / Supervisor: AHIC Manager  
 Date of Assessment: June 2021

## Definitions:

★ Denotes a critical requirement of the job

## Frequency

<b>I</b>	Infrequent – intermittent activity exists for a short time on a very infrequent basis	<b>C</b>	Constant – activity exists for more than 2/3 of the time when performing the job
<b>O</b>	Occasional – activity exists up to 1/3 of the time when performing the job	<b>R</b>	Repetitive – activity involves repetitive movements
<b>F</b>	Frequent – activity exists between 1/3 and 2/3 of the time when performing the job	<b>N/A</b>	Not applicable – activity is not required to perform the job

CRITICAL ★	PHYSICAL DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sitting</b> Remaining in a seated position to perform tasks		X				
	<b>Standing</b> Remaining standing without moving about to perform tasks			X			
	<b>Walking</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes		X				
	<b>Running</b> Floor type: even/uneven/slippery, indoors/outdoors, slopes	X					
	<b>Bend/ Lean Forward from Waist</b> Forward bending from the waist to perform tasks		X				
	<b>Trunk Twisting</b> Turning from the waist while sitting or standing to perform tasks	X					
	<b>Kneeling</b> Remaining in a kneeling posture to perform tasks	X					
	<b>Squatting/ Crouching</b> Adopting a squatting or crouching posture to perform tasks	X					
	<b>Crawling</b> Moving by crawling on knees & hands to perform tasks	X					
	<b>Leg/ Foot Movement</b> Use of leg and or foot to operate machinery	X					
	<b>Climbing (stairs/ladders)</b> Ascend/ descend stairs, ladders, steps, scaffolding		X				
	<b>Lifting/ Carrying</b>			X			
		X					
							X
	<b>Reaching</b> Arms fully extended forward or raised above shoulder		X				
	<b>Pushing/ Pulling/ Restraining</b> Using force to hold/restrain or move objects toward or away from body		X				
	<b>Head/ Neck Postures</b> Holding head in a position other than neutral (facing forward)	X					
	<b>Hand &amp; Arm Movements</b> Repetitive movements of hands & arms	X					
	<b>Grasping/ Fine Manipulation</b> Gripping, holding, clasping with fingers or hands	X					
	<b>Work at Heights</b> Using ladders, footstools, scaffolding, or other objects to perform work		X				
	<b>Driving</b> Operating any motor powered vehicle	X					

CRITICAL ★	SENSORY DEMANDS - DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Sight</b> Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen				X		
	<b>Hearing</b> Use of hearing is an integral part of work performance e.g. telephone enquiries			X			
	<b>Smell</b> Use of smell is an integral part of work performance e.g. working with chemicals						X
	<b>Taste</b> Use of taste is an integral part of work performance e.g. food preparation						X
	<b>Touch</b> Use of touch is an integral part of work performance	X					
CRITICAL	PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)	FREQUENCY					

*	Assisting ↓	I	O	F	C	R	N/A
	<b>Distressed people</b> e.g. emergency or grief situations	X					
	<b>Aggressive &amp; uncooperative people</b> e.g. drug/alcohol, dementia, mental illness	X					
	<b>Unpredictable people</b> e.g. dementia, mental illness and head injuries		X				
	<b>Restraining</b> Involvement in physical containment of patients/clients						X
	<b>Exposure to distressing situations</b> e.g. child abuse, viewing dead/mutilated bodies	X					

CRITICAL *	ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)	FREQUENCY					
		I	O	F	C	R	N/A
	<b>Dust</b> Exposure to atmospheric dust	X					
	<b>Gases</b> Working with explosive or flammable gases requiring precautionary measures						X
	<b>Fumes</b> Exposure to noxious or toxic fumes						X
	<b>Liquids</b> Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE						X
	<b>Hazardous substances</b> e.g. dry chemicals, glues						X
	<b>Noise</b> Environmental/background noise necessitates people to raise their voice to be heard	X					
	<b>Inadequate lighting</b> Risk of trips, falls or eyestrain	X					
	<b>Sunlight</b> Risk of sunburn exists from spending more than 10 minutes per work day in sunlight						X
	<b>Extreme temperatures</b> Environmental temperatures are < 15°C or > 35°C						X
	<b>Confined spaces</b> Areas where only one egress (escape route) exists						X
	<b>Slippery or uneven surfaces</b> Greasy or wet floor surfaces, ramps, uneven ground	X					
	<b>Inadequate housekeeping</b> Obstructions to walkways and work areas cause trips & falls	X					
	<b>Working at heights</b> Ladders/stepladders/ scaffolding are required to perform tasks			X			
	<b>Biological hazards</b> e.g. exposure to body fluids, bacteria, infectious diseases		X				

**Additional Position Requirements/Demands Summary:** From the checklist, outline the main requirements or demands of the job. This information will then be transferred to the Position Description. Anything that is frequent and above or identified as critical to the job should be included in the position description.

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Signature of Manager: ..... Date: ...../...../20.....

☐ I am able to fulfil the above requirements without modification.

☐ I am unable to fulfil the above job requirements and need the following modifications:

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Signature of Employee: ..... Date: ...../...../20....